

**General Institution**

**AP 3253 TOTAL COST OF OWNERSHIP**

**References:**

Education Code Sections 51008, 55080  
Accreditation Standards III.B, III.C  
BP 3250

The Chancellor ensures that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

Program review, planning, and resource allocation are part of an integrated process that leads to accomplishment of the mission, sustained financial stability, and continuous improvement of academic quality and institutional effectiveness.

The District Facilities Master Plan, including the separately prepared but aligned District Technology Master Plan, will be renewed at least every six years, and will align with the District Strategic Plan and the College Educational Master Plans. Implementation of the District Facilities Master Plan will reflect projections of the total cost of ownership and be consistent with the District Total Cost of Ownership Plan, which includes expenses associated with deploying, using, and retiring facilities and equipment, including operating costs for ongoing and deferred maintenance, and personnel costs, both administrative and direct staffing.

**Total Cost of Ownership**

Buildings are among the most expensive capital assets owned by the District and must be regularly maintained to operate properly, effectively, and efficiently.

The District will implement effective and efficient management tools to measure and track the performance of its facilities so that it can provide a consistent high-quality environment Districtwide for students, faculty, and staff to teach, work and learn.

The District will create objective Districtwide criteria for cleanliness supported by a funding level that will support adequate staffing and equipment to maintain appropriate safety and maintenance standards.

The District will properly manage and staff lifecycle building costs to maintain and protect the District's capital investments and equipment warranties. Building lifecycle costs include:

- costs to build and/or acquire
- daily operating costs to perform cleaning, trash hauling, gardening and other activities
- periodic maintenance costs to perform corrective, preventive and predictive actions
- utility costs that include electricity, gas, water, and sewer
- capital renewal costs that include periodic replacement of major building components and utilities infrastructure such as HVAC (heating, ventilation and air conditioning), roofing, infrastructure, fire-life-safety code compliance, safety, streets and accessibility
- building end-of-life costs that factor demolition for new construction or for major renovation

The District will endeavor to ensure full value from its operations and maintenance resources by performing a cost-benefit analysis on facilities maintenance and operations activities.

The District will create and adopt a Total Cost of Ownership Plan and Recommendations and consider total cost of ownership cost projections in the planning and implementation of long range capital projects, including those from bond measures.

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**Date Approved:** December 2016